



Thank you for your interest in the position of

## **Seasonal/Temporary Groundskeeper**

Enclosed in this packet you will find:

Job Description  
Employment Application  
Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Affirmative Action Form and resumé should you choose to include.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a pre-employment drug test, physical exam and background check after a conditional offer of employment is made. Successful passing of the pre-employment drug test, physical exam and background must be completed before a *non*-conditional offer of employment will be made. A driving records check will also be done after the offer of conditional employment is made. If we find that you do not have a valid license, or you do not have a satisfactory driving record, your employment may be terminated. Any offer of employment is contingent until all tests and background checks are completed and results known.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer at 806.894.0113 or [mfieldsallgeyer@levellandtexas.org](mailto:mfieldsallgeyer@levellandtexas.org)

**PLEASE REMOVE AND KEEP THIS MEMO AND  
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,  
AFFIRMATIVE ACTION FORM AND RELEASE OF  
INFORMATION FORM (IF REQUESTED) TO THE  
MAILBOX IN THE LOBBY OF CITY HALL or MAIL  
TO US AS FOLLOWS:**

**City of Levelland  
Attn.: Human Resources  
PO Box 1010  
Levelland, TX 79336**

## Class Title: Seasonal Temporary Maintenance Worker: Parks Department

### **BRIEF DESCRIPTION:**

The purpose of this position is to assist the park / cemetery employees to preserve the appearance of City parks / cemeteries by maintaining park/cemetery grounds. This is accomplished by mowing, weeding, & trimming park / cemetery lawns, cleaning and painting park/cemetery facilities and maintaining park rest room facilities. Other duties may include cleaning and maintaining the City pool area, ensuring the proper operating conditions of equipment and interfacing with other City employees and citizens.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Maintains City parks and cemetery by mowing and edging lawns, landscaping grounds, picking up debris and tree limbs, assisting in cutting down and planting trees, trimming trees and shrubs, moving water pipes and cleaning and repairing park and cemetery facilities.
2	H	Cleans and maintains the city park and cemetery facilities, scrubbing and painting walls, benches and tables and cleaning rest room facilities.
3	M	Assists in the maintenance of park vehicles and equipment by cleaning and fixing as needed.

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over 6 months and up to and including two years.
Certification and Other Requirements	Valid Texas Driver's License
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	None.
Managerial	Receives specific directions. The employee normally performs the job by following established standard operating procedures and/or policies. The employee will work with supervisor to choose the appropriate procedure or policy. Performance is reviewed periodically.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little or no analysis or judgment.
Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	O	At work sites
Sitting	O	While driving and operating equipment
Walking	O	Around work sites
Lifting	F	Equipment, tools, supplies
Carrying	O	Equipment, tools, supplies
Pushing/Pulling	O	Equipment and supplies
Reaching	O	For tools above head
Handling	F	Tools and equipment
Fine Dexterity	F	When using hand tools
Kneeling	O	Picking up trash and repairing equipment
Crouching	O	Picking up trash and repairing equipment
Crawling	N	
Bending	O	Picking up trash and repairing equipment
Twisting	O	When shoveling
Climbing	O	Ladders
Balancing	O	On ladders
Vision	C	When driving, observing work tasks
Hearing	C	Listening to traffic and equipment
Talking	F	With personnel
Foot Controls	F	When driving and operating equipment
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Shovel, truck, packer, street cutter, wrenches, hand tools, welder, grinder, cutting torch, drill, mowers, tractors, chain saws, weed-eaters, edgers, mobile radio, rakes, copier

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazards	W	Office Environment
Chemical Hazards	M	Extreme Temperatures	D	Warehouse
Electrical Hazards	S	Noise and Vibration	W	Shop
Fire Hazards	S	Wetness/Humidity	M	Vehicle
Explosives	N	Physical Hazards	D	Outdoors X
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	D			
Other (see 1 below)				

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, gloves, safety glasses, ear plugs, reflective vest, boots. Position requires person to wear long pants at all times.

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

(3) N/A

**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this job analysis and its attachments, and I can perform all the essential functions of this position provided I have the reasonable accommodations noted below.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Please indicate your choice here:**

No Accommodations Needed

Reasonable Accommodations Needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.



**Application for Employment**

**1709 Ave. H. • PO Box 1010 • Levelland, Texas • 79336**

**806.894.0113 • Fax 806.894.0119**

**Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.**

Seasonal/Temporary Groundskeeper \_\_\_\_\_  
POSITION DESIRED \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Mailing Address \_\_\_\_\_  
Number Street or Avenue City State Zip

Telephone No: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_  
E-Mail \_\_\_\_\_@\_\_\_\_\_

Do you have any relatives employed by the City of Levelland?  Yes  No  
Department: \_\_\_\_\_ Their Name(s): \_\_\_\_\_  
Relationship \_\_\_\_\_

Have you been interviewed by the City previously?  Yes  No  
When \_\_\_\_\_ What Position? \_\_\_\_\_ By Whom? \_\_\_\_\_

Check all types of work you will accept:  Full Time  Seasonal/Temporary  Part Time  
When will you be able to report for work? \_\_\_\_\_ Minimum salary requirement \_\_\_\_\_

Are you authorized to work in the U. S.?  Yes  No

Have you ever been convicted of, or have you pleaded guilty or no contest to, a felony offense?  Yes  No  
Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where/when, currently on parole, probated sentence) are requested.

Do you have a current, valid driver's license (for driving related positions)?  Yes  No

Are you able to perform the essential functions of the job?  Yes  No

If no, which essential functions will you be able to perform? \_\_\_\_\_

What reasonable accommodations would help you to perform the essential functions? \_\_\_\_\_



High School or GED \_\_\_\_\_  
 School \_\_\_\_\_ City/State \_\_\_\_\_ Last Grade Completed \_\_\_\_\_

College/University: \_\_\_\_\_  
 Location \_\_\_\_\_ Sem. Hours \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ Type of Degree \_\_\_\_\_

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

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**EMPLOYMENT RECORD** - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resumé.**

May we contact your present employer?  Yes  No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____	Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

**READ CAREFULLY BEFORE SIGNING**

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

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**Signature of Applicant**

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**Date**

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**The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.**

**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this job analysis and its attachments, and I can perform all the essential functions of this position provided I have the reasonable accommodations noted below.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Parks Supervisor  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Parks Director  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Please indicate accommodations needed, if any:**

No Accommodations Needed

Reasonable Accommodations Needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

**Job Description Signature Page - Return this page with your completed application**



**AFFIRMATIVE ACTION FORM**  
**Groundskeeper – Seasonal-Temporary**

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex:  Male  Female

Race/ethnicity:

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

Veteran:  Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad  Tech school/college placement  Employee referral  
 Temporary service  Recruiter  State employment service  
 Other \_\_\_\_\_